



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Alaskan Region Policy

**ORDER**  
**NUMBER**  
**AL 4665.1G**

02/19/2021

**SUBJ:** Regional Office Parking Regulation and Car Pool Program

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**1. PURPOSE.** This order establishes procedures and eligibility criteria for assignment of the Federal Aviation Administration (FAA) parking spaces located within the Anchorage Federal Office Building (AFOB) garage, the General Services Administration (GSA) lot located at 7th Avenue between C Street and D Street, and FAA's Parking Permit Program lots. It also defines the responsibilities of employee's assigned reserved parking spaces and explains the Regional Office Car Pool Program.

**2. DISTRIBUTION.** This order is being distributed at branch level in the regional office, with limited distribution to all field offices within the Anchorage Bowl area. A copy of this order will be posted on the FAA Web Site <https://employees.faa.gov/>.

**3. CANCELLATION.** Order AL 4665.1F, Regional Office Car Pool Program and Parking Regulation, dated June 17, 2011 is canceled.

**4. EXPLANATION OF CHANGES.** These changes provide further clarification and guidance of the Standard Operating Procedures for parking.

**5. BACKGROUND.** Energy constraints on the nation require changes to our driving patterns. FPMR 101-20.117, Title 41 CFR, Car Pool Parking, encourages agencies to conserve energy by taking positive action to increase carpooling. It establishes policy and guidelines for car pool parking in space under the jurisdiction or control of a federal agency.

**5a. Propane powered vehicles:**

§102-74.280-Are privately owned vehicles converted for propane carburetion permitted in underground parking facilities?

Federal agencies must not permit privately owned vehicles converted for propane carburetion to enter underground parking facilities unless the owner provides to the occupant agency and the Federal agency buildings manager the installer's certification that the installation methods and equipment comply with National Fire Protection Association (NFPA) Standard No. 58.

## 6. DEFINITIONS.

- a. Car pool: A group of two or more Employees using a motor vehicle for transportation to and from work in the AFOB or downtown business district and their place of residence on a daily basis. The application member must be an FAA employee.
- b. Employee parking: The parking spaces assigned for the use of employee-owned vehicles.
- c. Handicapped employee: "Handicapped employee" means an employee who has a severe, permanent impairment which for all practical purposes precludes the use of public transportation or an employee who is unable to operate a vehicle as a result of permanent impairment who is driven to work by another. In all cases certification is required from the state of Alaska, Division of Motor Vehicles.
- d. Temporary handicapped employee: An employee that, for medical reasons, is handicapped for a temporary period of time. A doctor's certificate indicating the nature of injury and time constraints is required as is the ability to receive a State of Alaska issued Handicapped Parking placard as described in the State DMV documentation.
- e. Official parking: Parking spaces reserved for government-owned or government-leased vehicles stationed at the AFOB.
- f. Primary applicant: A full-time FAA employee working within the AFOB on a daily basis and has submitted a "Reserved Parking Application" to car pool. Contractors cannot be primary applicants.
- g. Regular member: An employee that travels daily (leave and training excepted) in a car pool to and from work in the downtown business district. Interns are not considered regular members.
- h. Van pool: A group of 8 to 15 employees using a van specifically designed to carry passengers, for transportation to and from work in a single daily roundtrip. This excludes automobiles and buses.
- i. Visitor parking: Managed by GSA and monitored by the Federal Protective Service (FPS). Two-hour parking that is reserved for the exclusive use of visitors to the AFOB. Visitors are considered as employees not stationed at the AFOB, persons from the private sector, and government employees outside the FAA.
- j. Outside GSA lot: An outside single space lot that is managed by the GSA, upon receipt of a car pool application, may be assigned to this category. (At discretion of the Regional Administrator these spaces may be used as overflow parking in the event sufficient leased parking is unavailable.)
- k. AFOB garage, stacked spaces: Stacked spaces allow two vehicles to park in one space (front and back) within the AFOB garage and is considered the final phase of the assignment process. The Building Services Team, AAL-001, has fulfilled the employee's car pool obligation once

this assignment has been achieved. The first one to arrive must pull all the way forward to allow sufficient space for the next vehicle. Cooperation with the second parker is expected.

- l. AFOB garage, single space: This is a single space within the AFOB. Car pool applicants must request to have their car pool placed on this wait list and spaces are assigned to the next car pool on the single wait list.
- m. Storage: At no time is it permissible to store a vehicle in the parking spaces within the AFOB garage or surface parking lot. Vehicles found to be in storage will be subject to tow at the owner's expense.

## **7. RESPONSIBILITIES.**

- a. Building Services Team, AAL-001 is responsible for the oversight and management of FAA parking at the AFOB including:
  - (1) Assignment of parking spaces.
  - (2) Issuance of parking instructions and procedures.
  - (3) Annual revalidation of employee eligibility.
  - (4) Enforcement of parking rules through warnings and/or revocation of parking space assignments.
- b. The FPS will patrol parking areas and may ticket and/or tow violators.
- c. Primary applicants are responsible for ensuring all information presented on their applications is accurate and current. All changes must be reported to Building Services within ten working days of the occurrence. Failure to report changes affecting eligibility or falsification of applications shall result in revocation of parking privileges.

## **8. POLICIES**

- a. Parking: In making priority assignments of agency parking spaces, the following priorities shall be observed:
  - (1) Official parking.
  - (2) Handicapped employees.
  - (3) Members of the Regional Management Team (RMT) as determined by the Regional Administrator or Deputy Regional Administrator, and other employees who are permanently assigned unusual work hours.
  - (4) Where defined by Collective Bargaining Agreement

- (5) All other spaces available for FAA employee parking shall be made available to car pools.
- a. This is intended for those commuting into the Anchorage Downtown District. All riders must work in the Down Town Commerce District.
  - b. Parking spaces shall be assigned to applicants on the basis of the number of members in a car pool and according to the size of the car.
  - c. For the purpose of allocation of parking permits for car pools, full credit shall be given for any regular members regardless of where employed, except that at least one member of the car pool must be a full-time employee of the FAA working in the AFOB, and that individual must be the primary applicant.
  - d. Contractors cannot be provided parking within the AFOB and as such cannot park in Federally Funded parking, except where they are part of a valid car pool as defined above.
- (6) If an FAA parking space is not available at the time of application, the applicant will be added to the appropriate waiting list.
- (7) Two-wheeled vehicles:
- a. Space is reserved in the AFOB garage for parking of bicycles and motorcycles on a first-come first-serve basis. A GSA parking sticker is required to be affixed to the bicycle or motorcycle. This is not assigned parking. It is only available for use by employee's members with an official AFOB duty station.
  - b. Bicycle parking is located in the southeast and southwest corner of the garage next to Module G tunnel entrance. Motorcycle parking is located in the northeast corner of the garage, stacked space 52A & B and 53A & B is available from April (weather permitting) thru September/October (weather permitting). Dates are subject to weather and are at the discretion of the FAA Regional Administrator/Building Services.
  - c. Visitor parking: Visitor parking is available for persons who have a need to visit the AFOB. Parking spaces are the first row located at 7th Avenue, between C Street and D Street. The two-hour time limit is strictly enforced. Any FAA employee with an assigned FAA parking decal will be ticketed for using visitor parking. Number of spaces for visitor parking is very limited.
- (1) FAA employees that require extended visitor parking will use the following parking areas in the vicinity of the AFOB; metered and unmetered street parking, metered parking lots, or commercial lots.
- (2) Employees with official duty station other than the AFOB may be reimbursed if necessary, to pay for parking while on official business at the regional office. Employees should work within their lines of business to determine if local parking will be reimbursed.

## 9. PARKING CRITERIA.

The following criteria will be used for assigning of parking spaces in the AFOB garage:

- a. Handicapped employees: These employees are eligible for special parking assignments. A parking space may be assigned, if available, to temporarily handicapped employees, subject to medical certification verified by the Parking Coordinator, Building Services.
- b. Car pools: Spaces will be allocated to car pools according to size of available space (i.e., if a compact space is available, only a compact car will be accepted). No person may be a regular member of more than one car pool. Any ties among car pool applicants will be resolved by award to the applicant with the earlier date of application.
- c. Assigned parking, which will not be used for two days or more: If at any time an assigned space will not be used by the employee/car pool due to vacation, temporary duty travel, etc., it shall be reported to, Parking Coordinator, AAL-001, this will allow AAL- Building Services to make temporary reassignment of the space. Managers or employees with assigned parking spaces are not authorized to allow others to utilize their space during any absence.

**10. PARKING APPLICATION (AL Form 4665-1).** Application for parking may be made by FAA employees only. The 4665-1 will be signed by all members of the car pool. Applicants and car pool members are responsible for ensuring information appearing on their parking application is complete and correct. Falsification of information on applications or inclusion of individuals who are not regular members of car pools is cause for revocation of parking privileges. Parking applications may be obtained from AAL-001

**11. SEPARATION.** Employees with assigned parking in the AFOB shall follow employee clearance procedures by processing out through - Building Services, AAL-001.

- a. Employees shall remove the GSA Parking Decal and return as much of it as possible to AAL-001 Building Services. Building Services will provide pieces and notify GSA.
- b. Employees using the permitted parking lot(s) must return their parking permit to Building Services, AAL-001, if they are terminating their employment prior to the end of the stated expiration date of the permit. In the event an employee has lost or damaged the parking permit, they will be assessed a \$10 fee for its replacement.

**12. BUMPING PROCEDURES.**

The permitted parking spaces are provided to FAA on an as available basis. From time to time, the number of spaces are reduced in lots; or new lots are made available for use by FAA and other customers. Under normal circumstances, a thirty-day notification is provided. Regardless of amount of notice, employees will be provided a parking space and may be required to change lots. The method used for this will be as follows:

1. A letter will be sent to all members of the affected lot.
2. Requests for volunteers to move to the new lot will be requested.
3. If not enough volunteers are acquired, Building Services will query the records to determine the dates of employee entry into the affected lot.
4. The resulting list will be sorted for most senior to junior in descending order.

5. The lowest entry seniority dated employees will be notified that they will be required to move out of the affected lot.
6. FAA will provide parking passes to the new lot to the affected employees.
7. If an employee who is forced to move to a different lot decides he/she does not want to move, they will be removed from the program and will be required to enter into the process from the top again.
8. Due to the private ownership of the lots, there can be no bargaining for the outcomes. Time is of the essence in the process as the Alaskan Region Office purchases these passes and refunds are not possible once purchase has been made.

### **13. REVOCATION OF PARKING ASSIGNMENT.**

- a. For cause: Eligibility for employee parking will be verified periodically, and parking authorizations will be revoked in cases where eligibility is not confirmed. In the event of revocation for cause, the employee's supervisor will be notified of the employee's lack of eligibility and action taken. An applicant whose authorization has been revoked will not be permitted to reapply or join an existing car pool for a period of one year.
- b. For car pool category: Car pool eligibility will be revalidated annually in April.

### **14. APPEALS PROCEDURE.**

For suspended or revoked parking privileges, or any other situation where a review of the action is desired, a written request should be submitted to the Deputy Regional Administrator, AAL-002. Upon an investigation of the situation by AAL-002, a prompt decision will be rendered. All decisions are final.

### **15. PARKING PROCEDURES FOR PERMITTED LOTS.**

These procedures apply only to the parking spaces that have been contracted for. Maps of the various lots will be provided when an assignment is made. Maps can also be requested from Building Services at any time. All employees requesting authorization to park in a permitted parking lot must be fulltime FAA employees working within the AFOB on a daily basis and adhere to the following procedures:

- a. Participation is voluntary: This program was established to provide an alternative for employees that do not participate in a carpool, vanpool, or bus transit program as defined by this order. Employees are not eligible to participate in the Permit Parking Program if they are currently provided parking as a member of the RMT, are approved to park in a handicapped space in the GSA garage/GSA parking lot at 7th Avenue between C and D Street. The permit parking spaces are not intended for visitors or those employees assigned to the AFOB for less than 90 days.
- b. Employees must complete a parking application request to obtain a parking permit: Parking permits will be issued on a first come first served basis based on parking lot space availability.

Access to the permit parking lots is via a parking permit that is issued to each applicant. Employees are not permitted to share the parking card with other employees or family members. The spaces are not marked/reserved as "FAA Parking Only". FAA parking is authorized 24/7 Monday through Sunday.

- c. Employees that abuse or violate these procedures will lose their parking privileges indefinitely.
- d. The lot owner/manager is not liable for any damage to the vehicle or contents of the vehicles.

## 16. PARKING RULES.

All employees requesting authorization to park in the permitted lot(s) must adhere to the following rules to avoid costly tickets and prevent time consuming problems. Employees need to understand the following rules for parking in the lots. Permit Parking Rules will be enforced by the owner/manager of the lots.

- a. Employee permit must be displayed in the front windshield where the lot checker can easily see it from outside the vehicle. It should be hung on rear-view mirror with the color facing out. Employee may also set it on dash in the lower drivers-side corner. It may be taped in the lower left hand corner of the windshield. Be sure window tinting, papers, decals or expired permits, do not cover it up. The lot number, serial number and date must be visible to the lot checker.
- b. The permit must be displayed by the first day of the permit period. There are no exceptions for this rule. Tickets will be issued for missing or expired parking permits even if it has been purchased and you have not received it. The tickets will not be voided. It has become far too costly to research parking tickets when the vehicle owner has simply forgotten to display the new permit. Tickets are issued to every vehicle that does not display a current permit or have proper payment in the pay box. If employee forgets the permit in another vehicle, employee must pay the daily fee or park elsewhere.
- c. Permits are valid as soon as employees receive them. They do not have to wait until the first day of the period to display it.
- d. Employee may only park in the lot displayed on their permit. If employee is not sure in which lot they should park, call the number on the permit ahead of time. If assigned lot is completely full call the number on the permit to see what lot options are available. This will also alert the owner/manager to ongoing overcrowding conditions so they can correct them.
- e. Under normal circumstances, employees should receive their permit two to five days before the end of the permit's expiration.
- f. Building Services, AAL-001, will issue permits to employees. It is up to the employee to get the permit before the first of the month. If employee has not received their permit before the end of the expiring month, they should contact AAL Building Services.

- g. Employees must obey other posted lot rules. For example, some lots require angled parking while others require parking straight or parallel. Improper parking may result in a ticket being issued. Employee's permit only allows them to park in one parking space.
- h. Permits may not be copied. Vehicles with copied permits will be towed at the owner's expense and will be charged a \$250 penalty fee.

A handwritten signature in blue ink that reads "Kerry B. Long". The signature is written in a cursive style with a large, stylized "K" and "L".

Kerry B. Long  
Regional Administrator